



# DEFENSE FINANCE AND ACCOUNTING SERVICE

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JAN 9 2002



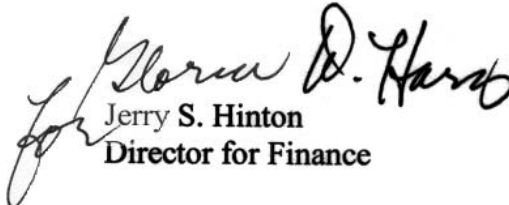
DFAS-DFM

## MEMORANDUM FOR DIRECTOR, MILITARY PAY OPERATIONS, DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS-PM/CL)

**SUBJECT:** Interim Change to the Department of Defense Financial Management Regulation (DoDFMR), Volume 7B, Regarding Certificate of Eligibility (COE) and Reporting of Existence (ROE) Electronic Signature (DFSA Item K-18)

The attached, Interim Change R 02-02 to Chapter 4 of the DoDFMR, Volume 7B is effective immediately. This change allows the use of electronic signatures for COE and ROE.

We have evaluated your comments on the proposed change and included your comments where appropriate. Assignment of the interim change number is your authority to initiate procedural modifications to implement this change. Use the attached to initiate the formal change to the DoDFMR, Volume 7B.

  
Jerry S. Hinton  
Director for Finance

**Attachments:**

As stated

**cc:** DASD (MMP)(Comp)  
OUSD (C)(ODCFO)(FP)  
ODGC (F)  
DFAS-GAM/DE  
Services Liaisons  
USCG/NOAA/PHS Liaisons  
DFAS-PR/KC  
DFAS-PRR/CL  
DFAS-PRR/DE  
DFAS-PMJE/DE

**1. Paragraph 150201, revise to read:**

150201. When retired paychecks are delivered to the retired member through the international postal system to foreign countries, the retiree must furnish a report of existence (ROE) semiannually. The retiree does this by filling out a form provided by the Military Service, by letter over the retiree's signature, or by electronic input. The electronic input requires access by using the social security number and a personal identification number (PIN) via the Employee/Member Self Service (EMSS).

**2. Subparagraph 400102.A.1, revise to read:**

1. Widow or widower of any age. The form must be signed by the widow or widower. An electronic signature may be used provided access to DRAS was gained using both the social security number and a personal identification number (PIN) via the Employee/Member Self Service (EMSS). The legal fiduciary must sign the form or use the electronic signature if the annuitant is mentally incompetent. If the electronic signature is used, it must include the annuitant's name.

**3. Paragraph 400202, revise to read:**

**400202.** When Required. An ROE is required on a semi-annual basis for those annuitants that meet the criteria of subparagraphs 400201 above. Receipt of the certificate within the above prescribed-timeframe verifies the annuitant's existence. Under no circumstances may the ROE be signed by other than the annuitant, custodian, or legal fiduciary; however, electronic signature as referenced in 400102 above is authorized.

**4. Add new paragraph 500104 to read:**

**500104.** Method of Completing Certifications. The annuitant as identified above may submit the required certification in writing or by electronic signature via EMSS. A valid electronic signature must include the annuitant's social security number and personal identification number (PIN). If payments are made on behalf of the annuitant, the annuitant's name must also accompany the electronic signature. An electronic signature is not authorized for medical certifications or school intent.

**5. Paragraph 500202, revise to read:**

500202. Frequency. An ROE is required on a semi-annual basis for an annuitant that meets the criteria of paragraph 500201, above. Receipt of the certificate within the above-prescribed time frame verifies the annuitant's existence. Under no circumstances may the ROE be signed by other than the annuitant, custodian, or legal fiduciary; however, an electronic signature as stated in 500104 is authorized.